



Augusta County, Virginia

Request for Quotes

Date: May 17, 2022

Project Title: Strategic Planning Session – Board of Supervisors
Project No. : 11010-22-01

Project Location: Augusta County Government Center
18 Government Center Lane
Verona, Virginia 24482
OR
Offsite location in Augusta County (TBD)

Questions: Jennifer Whetzel, Deputy County Administrator
Call: 540-245-5610
Email: jwhetzel@co.augusta.va.us

Quote Deadline: Thursday, June 9, 2022 by 10:00 a.m.
Please deliver to:
Elana Sorrell, Senior Purchasing Assistant
County of Augusta
18 Government Center Lane
Verona, VA 24482

GENERAL: The County of Augusta is seeking a consultant to facilitate a one-day strategic planning session for the Board of Supervisors. Facilitator should have knowledge of local government and the ability to drive participation and lead discussion. Session held in August or September 2022.

DELIVERABLES: A short report summarizing outcomes of the session.

SCOPE OF WORK:

1. Discuss roles and responsibilities of a Virginia local government and Board of Supervisors, including core services.
2. Review current County mission statement and relativity to current day.
3. Assist the Board in identifying and categorizing key matters currently facing Augusta County.
4. Lead the Board in a goal setting discussion.
5. Assist the Board is identifying or prioritizing resources to achieve goals.

ABOUT AUGUSTA COUNTY: Please see attached overview. For more information about Augusta County including Board minutes, budget and services, please visit the Augusta County website: <https://www.co.augusta.va.us/>.

Request For Quote Preparation and Submission Requirements

- A. Bids must be submitted before due date and time at the location listed on page 1. Late bids will not be accepted. Bids will not be accepted via email correspondence.
- B. Each bid must give the complete legal name and full business address of the bidder. Erasures or other changes in a bid must be explained or noted over the signature of the bidder. Bids containing any conditions, omissions, unexplained erasures, alterations or items not called for in the proposal, or irregularities of any kind, may be rejected by the County as being incomplete or non-responsive. The RFQ number should be clearly noted on the outside of the envelope or box. No responsibility will be attached to any County agent for the premature opening of a bid not properly addressed and identified. Failure to submit all information requested may result in the purchasing agent requiring prompt submission of missing information. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- C. As used in this RFQ, the terms "must," "shall," "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFQ, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements. The inability of an offeror to satisfy a "must" or "shall" requirement does not automatically remove that offeror from consideration; however, it may seriously affect the overall rating of the offerors' proposal.
- D. Ownership of all data, materials, and documentation originated and prepared for the County pursuant to the RFQ shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protections of § 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.
- E. The County reserves the right to reject any and all bids and to waive any informality of technical defects if, in its judgement, the best interest of the County will be served as specified in Virginia Code § 2.2-4319.



Augusta County, Virginia

Price Sheet

Please provide a brief overview of the planning process/schedule proposed:

Please note staff assigned to the project:

Daily cost for Board of Supervisors Strategic Planning Session \$ _____

Cost for travel is separate \$ _____

Total cost \$ _____

For additional services, if requested:

Cost for additional services by the hour \$ _____

Name and Address of Vendor:

Date: _____

By: _____

Print Name: _____

Phone: (____) _____

E-mail: _____